

STATE OF CALIFORNIA

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Date: September 17, 1999

PERSONNEL LETTER # 99-033
CSU ONLY

To: All Campuses in the Uniform State Payroll System

From: Ralph Zentner, Chief
Personnel/Payroll Operations Bureau

Re: EMPLOYMENT HISTORY (EH) MASS UPDATE

The agreement reached between the California State University (CSU) and Bargaining Units (BU) 02, 05, 07 and 09 employees provide for a General Salary Increase (GSI) effective 07/01/99. Additionally, employees are entitled to a Service-based Salary Increase (SSI) for Fiscal Year 1999/2000.

A GSI EH mass update is scheduled for Saturday, September 18, 1999 to post a 07/01/99 effective date GEN transaction. As a result, the EH Online System will not be available on Saturday for inquiry or update until approximately 11:00 a.m. If any problems are encountered with the update, the system may not be available until later or not at all.

Personnel/Payroll Services Division (PPSD) began implementation of the SSI in early September 1999. An SSI/MSA transaction for employees with a 07/99, 08/99 or 09/99 anniversary date has been processed by PPCS. As a result, the 08/01/99 and 09/01/99 effective date MSA transactions will be corrected by the mass update process to reflect the GSI.

Refer to Technical Letter HR/SA 99-14 for further information on the GSI/SSI and other salary related provisions. An attachment is provided detailing information and processing instructions for the GSI and SSI. If you have any questions with the attached information, please contact your CSU Audits' Representative at the State Controller's Office.

RZ: PMAB: cah

Attachment

General Salary Increase

All employees in BU 02, 05, 07 and 09 are entitled to receive a 2.607% GSI effective July 1, 1999.

Additionally, a market salary adjustment is provided to employees in the Administrative Support Series and Administrative Analyst/Specialist classifications (see below). The market salary adjustment is to be combined with the 2.607% GSI effective July 1, 1999.

<u>Class Code</u>	<u>Market %</u>	<u>Combined GSI%</u>
1030, 1031, 1032 1033, 1034, 1035 1036, 1037, 1038	1.98%	4.587%

The additional 1.98% increase may result in employees receiving a salary over the maximum salary for her/his class/range. Therefore, these employees will be excluded from the EH mass update. PPSD will manually process the GEN transaction to update the employees' EH records.

Further, the 1.98 % increase may result in an employee receiving a salary over the SSI maximum salary for her/his class/range. If this occurs, the employee is no longer eligible for any future SSI's and therefore, her/his anniversary date must be changed to '99/99'. To correct the anniversary date (Item 330 = 99/99), campuses are to process a GENC transaction effective 07/01/99 and enter in Item 215, MOU Anni Date. Campuses can access a list of the affected employees via the CIRS Compendium Report J05, Cycle 9909, under the Special Reports category.

For other employees, the GSI salary rate calculations result in a new assigned salary rate slightly below the minimum or above the maximum salary rate of the employees' class/range. This occurs due to the 10/12 or 11/12 conversion calculation. Since an employee's assigned salary rate CANNOT be below the minimum or above the maximum of the class/range, the affected employee's new assigned salary rate will be adjusted upward or downward accordingly per the EH mass update.

Employees with a 07/99 through 06/2000 anniversary date are entitled to a 1% SSI. The SSI's are subject to the SSI maximum. The SSI will be manually posted by PPSD via the MSA transaction to the employees' EH records. For employees with a 07/99, 08/99 or 09/99 anniversary date, PPSD has processed the MSA transactions before the GSI EH mass update. Additionally, PPSD will process MSA transactions for employees with future anniversary dates at the appropriate time. NOTE: If the 07/99, 08/99 or 09/99 MSA was denied, follow the instructions in the Personnel Information Management System Manual, Section VII, Page 7.18 for MSA denials.

A revised CSU Payscale is available via CIRS. Access Report Code G20 listed under Systemwide Summary, Salary Schedule, Cycle 9999 for the new paycales.

Employees with an appointment expiration date of 06/30/99 or prior will be included in the EH mass update. Campuses can access a list of the employees via the CIRS Compendium can access a list of the employees via the CIRS Compendium Report H50, Cycle 9909, under Campus Detail, General Salary Increase. Campuses must determine if the employees are to be re-appointed or separated and key enter the appropriate transactions.

Employees who separated prior to 07/01/99 may need an adjustment to their lump sum payments, if those payments extended beyond 06/30/99. A GEN or MSA transaction will not be posted. PPSD will identify the affected employees and manually adjust the lump sum payments.

Employees on NDI, Supplementing with Catastrophic Leave Donations, are eligible for the GSI and SSI. If an employee was on NDI after 07/01/99, the EH mass update will post the GEN

transaction and generate the new GSI rate. The mass update will also correct any subsequent transactions with the new salary rate. However, the mass update cannot update EH records for those employees who were on NDI prior to 07/01/99. Therefore, PPSD will identify the affected employees and manually process the GEN transaction as well as correct any subsequent transactions. However, campuses must determine if the employees are entitled to the SSI. PPSD will identify the eligible employees and notify the campuses.

Payroll Adjustments

The majority of the adjustments resulting from the EH mass update for the 07/99 - 09/99 pay period regular payments, will be issued in the daily payroll cycle issue dated will be issued in the daily payroll cycle issue dated 09/21/99. Employees on direct deposit will have their adjustment payments posted to their accounts on 09/23/99.

Retroactive Charges

All transactions as a result of the July 1, 1999 salary increase are considered to be non-controllable personnel and payroll transactions. The EH transactions and payroll adjustments resulting from the EH mass update should not be reflected on the Monthly Retroactivity Report. However, any EH transactions and payroll transactions that are either keyed by the campuses or processed by PPSD could appear on the campus' report (see Payroll Procedures Manual Section A 011 for further information). The campus can return the report identifying the items associated with the salary increase along with the appropriate explanation.

Campus EH Processing Information

Based on the above updates processed by PPSD, the following is a guideline for processing various EH transactions. The transactions should be key entered in the order indicated.

1. Separations effective 06/30/99 or prior:

- 1) MSAV effective 08/01/99 or 09/01/99 (if posted).
- 2) GENV effective 07/01/99.
- 3) SXX.

-OR-

- 1) GENV effective 07/01/99.
- 2) MSAV effective 07/01/99 (if posted).
- 3) SXX.

2. Separations effective 07/01/99 or later, including Leaves Without Pay, (S49 and 565 transactions with Job Injury Code = 7), should be processed as usual with the exception identified in #3 below.

DO NOT VOID THE MSA OR GEN TRANSACTION.

If the separation was keyed prior to the GEN transaction with the old salary rate, process as follows (for 10/12 or 11/12 employees only):

- 1) SXXC - enter the new total amount due in Item 810. (Listings identifying the impacted employees will be sent to the campuses.)
3. Employees on NDI/Leave of Absence Without Pay as of 07/01/99 and are to separate 07/01/99 or later with lump sum vacation/extra hours (Item 621) requested on the separation transaction:

- 1) A57 or A58 effective same date as SXX and effective date hours = COB to change salary rate to the GSI salary rate. Also, enter 'Lump Sum Only' in Item 215.
 - 2) SXX.
4. Leave of Absences effective 06/30/99 or prior, including 565 transaction (with Job Injury Code = 7):
- 1) MSAV effective 08/01/99 or 09/01/99 (if posted).
 - 2) GENV effective 07/01/99.
 - 3) SXX or 565.

-OR-

- 1) GENV effective 07/01/99.
 - 2) MSAV effective 07/01/99 (if posted).
 - 3) SXX or 565.
5. Appointments effective 06/30/99 or prior and Item 450 = 1, 3 or 4:
- 1) AXX.
 - 2) GEN effective 07/01/99 (enter GSI salary rate in Item 820, Assigned Salary Rate).
6. Appointments effective 07/01/99 or later and Item 450 = 1, 3 or 4:
- No GEN transaction is required. However, enter the new GSI salary rate in Item 820, Assigned Salary Rate on the appointment transaction.
7. Reinstatements effective 06/30/99 or prior, including A57, A58, A68 and 565 with Job Injury Code = 4 (if prior status was Job Injury Code 7):
- 1) AXX or 565.
 - 2) 715 effective same date of A68 or 565 to change Item 330 and/or Item 430 due to non-qualifying pay periods (if applicable).
 - 3) MSA effective 07/01/99 (if applicable).
 - 4) GEN effective 07/01/99 (enter GSI salary rate in Item 820, Assigned Salary Rate).
 - 5) MSA effective 08/01/99 or 09/01/99 (if applicable).
8. Reinstatements via the A57 or A58 transaction effective 07/01/99 or later:
- No GEN transaction is required. However, enter the new GSI salary rate in Item 820, Assigned Salary Rate on the A57 or A58 transaction.
9. Reinstatements via the A68 or 565 transaction with Job Injury Code = 4 (if prior status was Job Injury Code 7) Effective 07/01/99:
- 1) A68 or 565 effective 07/01/99.
 - 2) 715 effective 07/01/99 to change Item 330 and/or Item 430 due to non-qualifying pay periods (if applicable).
 - 3) GEN effective 07/01/99 (enter GSI salary rate in Item 820, Assigned Salary Rate).
10. Reinstatements (via the A68 or 565 transaction with Job Injury Code = 4) effective 07/02/99 or later, from an S46 or 565 with Job Injury Code = 7:
- 1) A68 or 565.

- 2) 715 effective same date of A68 or 565 to change Item 330 and/or Item 430 due to Non-qualifying pay periods (if applicable).
- 3) CRO effective same date of A68 or 565 to change Salary rate to the GSI rate. In Item 215, Enter 'GSI'.

11. Transactions not identified above, process as usual.

12. If a correction to a previously keyed 07/01/99 effective date transaction (i.e., prior to the 07/01/99 effective date GEN transaction) is processed, Automated Audit (AA) 9320-02, ASSIGNED SALARY INVALID, PER CSU PAY SCALES may be received. The transactions will need to be submitted to PPSD for processing. Refer to the Personnel Information Management System (PIMS) Manual for out-of-sequence processing (pages 11.4 through 11.8). If other AA messages are received, please contact your CSU Audits' Representative.